

Adopted at Meeting of Dec. 13, 1961

December 13, 1961

*Voted  
12/13/61  
KS*

MEMORANDUM

TO: The Boston Redevelopment Authority  
FROM: Edward J. Logue, Development Administrator  
RE: DISTRIBUTION OF LPA ADMINISTRATIVE COSTS

Section 30-1-6 of the URA Manual stipulates that the Local Public Agencies should formally adopt a method consistent with the requirements of the Manual for the segregation and distribution of its administrative costs, which will result in an equitable and realistic allocation of expenses.

The Boston Redevelopment Authority is presently using a distribution method that is in conformance with the URA Manual; however, it has never been formally adopted. Therefore, approval is requested for the adoption of the formal method of the distribution of LPA administrative costs.

The Boston Redevelopment Authority shall distribute its administrative costs to each program, project and activity in the following manner:

1. Salary costs which can reasonably be identified with activities in connection with specific projects shall be charged weekly on the basis of weekly time sheets.
2. Salary costs which cannot be reasonably identified with activities in connection with specific projects shall be allocated to the projects weekly on a pro rata basis in the same proportion as the charges on direct salary costs.
3. All administrative overhead and travel costs which cannot be reasonably identified with activities in connection with specific projects shall be allocated to projects monthly on a pro rata basis in the same proportions as the previous month's salary allocation projects.



(9)  
DAVID SHORT  
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ROOMS 402-406, PEMBERTON BUILDING  
20 PEMBERTON SQUARE  
BOSTON 8, MASSACHUSETTS

I recommend  
40% off  
H. Wilson  
12/8/61

November 30, 1961

Et 1147  
Rent 330.<sup>00</sup>

Boston Redevelopment Authority  
30 Hawkins Street  
Boston, Mass.

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Attention of Mr. Ambrose Griffin

Dear Mr. Griffin:

I am writing you this letter pursuant to my telephone conversation with you of November 28th. This concerns my occupancy of Suite 402-406 at 20 Pemberton Square, Boston.

As I explained to you, my sub-tenant, who occupied half of the suite, vacated over a year and a half ago. Since then I have made a very strong effort to sublet the premises which he vacated, but have had no success. Without going into too much detail, the primary obstacle is the fact that the suite is not modernized. As you know, in many cases it has been the practice that wheresomebody moves into another location or takes over another office, for the landlords to modernize completely the suite or rooms so hired or let. Unfortunately this has not been done and therefore persons who might have been financially able to pay the necessary rent required were not interested. The few inquiries that I did have were received from young lawyers who had just passed the Bar and obviously were not in a financial position to pay anywhere near the amount necessary to cover the minimum rental necessary for the use and occupancy of the rooms. In addition, I have spent a great deal of money in running ads for office space in the Boston Herald-Traveler and Boston Globe, at times for three days successively in the Sunday, Monday and Tuesday editions. Such expenditure has run in the minimum to around \$300.

Of course another very important factor, particularly as of recent time was the probability that the Authority would be taking the building and this of course killed any chances for anyone to show even any interest or to make any inquiries with reference to hiring any of the vacant space in my suite. As a matter of fact, I even had an ad in both papers the latter part of September or October of this year and without even one inquiry, although no rental was specified.



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In addition to the ads that I inserted, I have made every other effort to try to sublet the premises that were vacated, but without success. Consequently, I patiently bore the burden for a long period of time, hoping against hope that the premises would be let. However, in view of the reasons that I have given you and several other factors that I can relate to you, if necessary, it has resulted in a great loss to me, which at the present time exceeds almost \$4500 for this period, which was a hardship, and without any result.

I talked with Mr. Ulman from the First Realty when he was up here a couple of weeks before I received notice of the taking and explained the situation to him and he agreed with me that there should be or would be an adjustment on the rental, and in addition that some minor improvements would be made to the rooms occupied. In view of the fact that the premises will come down, I merely suggested to him the minimum things that should be done, such as the possibility of changing the linoleum on the rooms occupied by me, which he thought was a reasonable demand. However, before anything was done on it, the notice of the taking was received, and I again talked to him about it and he of course referred me to you, which resulted in my telephone conversation with you the other day.

Consequently for these and several other reasons which I should be very happy to explain to you further either by telephone or in person or letter, the fair rental for the premises which I now occupy by myself, which is about half of the area, should not be more than \$150. per month. The rental being paid up until November 1st for the entire suite was \$330 (which I believe was too high anyway, in view of the suite not being modernized).

I also would submit for your consideration whether or not in view of the loss that I have sustained prior to November 1, 1961 while half of the suite was vacant and unable to be let and the expenditure for advertising in the newspapers, whether or not you can give me some consideration on that score, if at all possible.



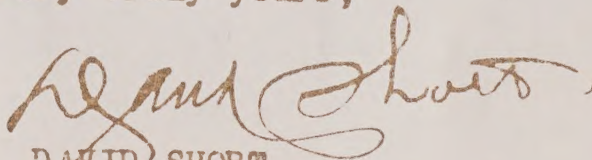
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Naturally, such loss is not directly due to any action on the part of the Authority, but it could be said that especially within the past six months there was a definite feeling in the air and indication by the Authority that these premises would be taken, and it certainly was detrimental in getting anyone even to look at the premises.

I again want to thank you for the consideration that you gave me over the telephone and I should be very happy to talk the matter over further with you if you feel it advisable.

Very truly yours,

  
DAVID SHORT

DS:B